



DD/S 70-4707  
 CONFIDENTIAL  
 Executive Registry  
 20-5696/1

1 December 1970

DD/S REGISTRY  
 FILE *OS/M*

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Briefing Book for the  
 Deputy Director

REFERENCE : Memo to Addressees from ExDir dated  
 18 Nov 70, Subj: Preparation of Briefing  
 Books for the Director and Deputy  
 Director Following Their Absences

General Cushman is in the Far East, having departed on  
 30 November and returning on 14 December. Inasmuch as he will  
 be away for two weeks and he will be Acting Director shortly  
 thereafter, during the Director's absence at Christmas time, it  
 seems appropriate to prepare a black book for General Cushman.  
 Please close out your entries as of noon on Monday, 14 December,  
 and deliver them to my office not later than 1500.

DD/S office  
 to my office  
 NLT 1200  
 11 DEC - MAY  
 TELEPHONE IF  
 SIGNIFICANT  
 WEEKENDS

L. K. White  
 Executive Director-Comptroller

25X1

## Distribution:

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